FBI NICS E-Check

Help Pages

The information provided in this document is to assist users of the NICS E-Check service with any questions. For further assistance not covered in these help pages, follow the links for *Contact Information* in this document.

FBI NICS E-Check Help Pages

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Download

The User's Guide is only available in English.

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Frequently Asked Questions

System Overview

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What is the FBI NICS E-Check?

The FBI NICS E-Check allows authorized users to access the NICS through a secure Internet connection. Registered Federal Firearms Licensees (FFL) and their registered employees can perform searches and retrievals on NICS transactions in accordance with the Brady Handgun Violence Prevention Act of 1993. To learn how an FFL can register, refer to the "Registering to use the FBI NICS E-Check" help section.

Why should I use the FBI NICS E-Check?

Some benefits of using the FBI NICS E-Check are:
Ability to retrieve NICS background check results 24 hours a day.
Ability to print completed NICS background check search requests to facilitate FFL record keeping.
Increased usability for the hearing impaired.
Protects your customer's descriptive information against identity theft.
Avoid NICS Call Center traffic.
Safeguards your FFL Number and Codeword.

What are the benefits of using the FBI NICS E-Check vs. the NICS Contracted Call Center?

The FBI NICS E-Check Processing time is quicker. The FBI NICS E-Check will allow NICS employees to complete delayed transactions without consuming time calling the FFL with the results of the transaction. FFLs will then be able to obtain the results of a NICS background check via the FBI NICS E-Check

Who can use the FBI NICS E-Check?
Any FFL and/or their designated representatives who normally contact the NICS for firearm transactions may use the FBI NICS E-Check. Individuals that utilize the FBI NICS E-Check are required to register with the FBI NICS E-Check to obtain access. This system can be used only for firearm transactions in accordance with the Brady Handgun Violence Prevention Act of 1993.

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What is required to use the FBI NICS E-Check?
To use the FBI NICS E-Check, each user will be required to obtain an E-Check account from the FBI to personally identify each user. An E-Check account & password will be required to access the FBI NICS E-Check through the Internet.

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How does the FBI NICS E-Check work?
Previously, FFLs were required to initiate NICS checks via the telephone. A NICS Customer Service Representative validated the FFL by obtaining the FFL license number and codeword. After validation, the FFL conveyed the transaction information and the Customer Service Representative initiated the background check.
The FBI NICS E-Check allows registered FFLs to request background checks through a Web browser connected to the Internet. After the transaction information has been submitted, the system will reply with the status.

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How does an individual appeal a NICS denial decision?
When an individual is denied the transfer of a firearm, they may initiate an appeal by accessing http://www.fbi.gov/nics-appeals. Individuals that do not have internet access may appeal the decision in writing directly to:

> **Federal Bureau of Investigation**
> **NICS Section**
> **Appeal Services Unit**
> **PO Box 4278**
> **Clarksburg, WV 26302-9922**

All Appeals must include the NICS Transaction Number (NTN) and a valid address for the appellant.

You may obtain an Appeal Brochure online at:
http://www.fbi.gov/about-us/cjis/nics/appeals/nics_appeals_brochure_eng

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May I still use the NICS Contracted Call Center?
Yes.
FFLs using the FBI NICS E-Check will have the continued ability to access the NICS via the NICS Call Center to conduct firearm background checks and status retrievals.

Will I receive responses on delayed transactions more quickly?

The FBI NICS E-Check will allow NICS employees to complete delayed transactions without consuming time calling the FFL with the results of the transaction. FFLs will be able to obtain the results of a NICS background check via the FBI NICS E-Check as soon as the status is applied. The time savings will allow NICS examiners more time to conduct research and analysis on the remaining NICS delayed transactions.

Where can I find and view the FBI NICS E-Check FFL User's Manual?

To view the NICS E-Check FFL User's Manual click on the link below.

User's Manual - choose either PDF or Text versions.

Who do I contact if I need help?

Below is a list of several methods for acquiring additional help. When contacting the NICS Section, please have the following pieces of information ready: FFL number, phone number, contact number, premise city and state, internet browser type and version, internet service provider, and operating system type and version.

Phone/Fax

The FBI NICS Section is available to serve all NICS-related needs of FFLs.

The FBI NICS Section receives telephone calls between 8 a.m. and 1 a.m. ET, 7 days a week, with the exception of Christmas Day.

The FBI NICS Section can be reached at:

1-877-FBI-NICS (1-877-324-6427) and selecting Menu **Option 2**, then **Option 5**.

Or by fax at:

(304) 625 - 0897

Telecommunications Device for the Deaf (TDD):

1-877-NICS-TTY (1-877-642-7889)

Internet

Additional information regarding the NICS can be found on the Internet at:

http://www.fbi.gov/hq/cjisd/nics/index.htm

In addition, an Internet e-mail account has been established for the NICS, which enables local and state law enforcement agencies and FFLs to send any questions or concerns they may have via the Internet.

For FBI NICS E-Check related questions, the e-mail address is:

echeck@leo.gov

For all other questions or concerns for the NICS Section, the e-mail address is:
a_nics@leo.gov

Mail
Mail can be addressed to:
NICS
ATTN. NICS E-CHECK
FEDERAL BUREAU OF INVESTIGATION
PO BOX 4278
CLARKSBURG, WV 26302-9922

<< Return to System Overview

When does the 3-business day waiting period for transfer of a firearm begin?

The Brady Handgun Violence Prevention Act of 1993 requires that FFLs perform a background check before transferring a firearm. The firearm transfer can be delayed for up to 3-business days while this background check is performed. If local, state, or federal laws prohibit the sale of a firearm to the individual, the firearm transfer will be denied. The 3-business day waiting period begins when the FFL contacts (see below) the NICS.

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What constitutes contacting the NICS?

Contacting the NICS is defined as when the FFL receives an NTN. If an NTN is **NOT** received by the FFL, the transaction has not been processed through the NICS and the 3-business day waiting period has not begun.

<< Return to System Overview

What are NICS business days?

A business day is any 24-hour day beginning at 12:01 a.m. the day after the check was initiated, in which state offices are open. A business day does not include Saturday, Sunday or holidays.

The table below advises when the firearm can be transferred if no response is received:

NICS Contacted On	Can Legally Transfer On
Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Saturday	Thursday

*Transfer day may differ depending on holidays and/or state law.

What is required to use the FBI NICS E-Check?

To use the FBI NICS E-Check, each user must have access to a personal computer with a Web browser that is compatible with the CJIS site at this link: https://www.cjis.gov, and an Internet connection.

The PC operating system, e.g. Windows XP & 7, MAC., etc., can be any operating system that will support the browser. The browser used must support 128-bit encryption.

Do I need my own Internet access?
Yes.
In order to use the FBI NICS E-Check, each FFL user must have access to the Internet.

May I share my password?
No.
Do not share any of the passwords that you use to access the FBI NICS E-Check Web site.

How do I register for the FBI NICS E-Check?

Follow the steps and click on supporting links below, which are necessary to register:

NOTE: Only *FFL owners need to register with an enrollment form.*

1. Completing and Returning the FBI NICS E-Check FFL Enrollment Form

2. To use the FBI NICS E-Check system you need to have a browser that is compatible with the CJIS site at this link*: https://www.cjis.gov

3. Browsing to the FBI NICS E-Check Welcome Page (https://www.nicsezcheckfbi.gov/),

4. Select the link "***Register to use the FBI NICS E-Check***." Complete all the fields, and then submit the form.

5. Upon account approval, the NICS Section will provide the FFL with an E-Check Enterprise account.

6. Logging on to the FBI NICS E-Check

7. Logging off of the FBI NICS E-Check

How long does the FBI NICS E-Check enrollment process take?

The FBI NICS Section requires the FBI NICS E-Check FFL Enrollment form with signatures (faxed, emailed, or mailed) and the online Enterprise E-Check account request.

You must allow time for the NICS Section to process your request. This is usually done the same day the NICS Section receives the signed **FBI NICS E-Check FFL Enrollment form** (See #1 in the Registration Process above) and online registration (See #4 in the Registration Process above).

During this time period, information that the applicant submitted online along with the signed enrollment form and other FFL information on file at the NICS Section will be reviewed by the FBI to determine whether an Enterprise E-Check account will be issued in response to the FFL user request.

In any case, the NICS Section will attempt to notify you with the instructions for your Enterprise E-Check account via e-mail or telephone after your request has been processed.

Contact the NICS Section if:

- Five business days have passed since you mailed, emailed, or faxed your enrollment form, and
- you have submitted your online account request, and
- you have not received notification that your account request has been processed.

Logging on to the FBI NICS E-Check

 Each time a different user logs on to the FBI NICS E-Check from the same computer, the browser must be closed and re-started.

Step 1

Connect to your Internet Service Provider (if not already connected).

Step 2

Start your browser and go to https://www.nicsezcheckfbi.gov (be sure to include the "s" in https).

Step 3

If you have never utilized the FBI NICS E-Check system before,

you must first click on the link to **Register to use the FBI NICS E-Check** from the *"Welcome"* page. This will take you through the E-Check registration process. Once registered to utilize the E-Check system, return to the *"Welcome"* page and:

Click on the link to **Log on to the FBI NICS E-Check** from the *"Welcome"* page. This will take you to the LEO Enterprise Portal (LEO-EP) screen.

Step 4

A.) Enter your Username and select Password, and then click the **Sign In** button.

B.) Enter your Password, making sure that you're signing in under the correct Username displayed, and then click the **Next** button.

Step 5

NOTE: *If this is the first time that you have logged into the LEO-EP, you will be required to enroll by selecting and answering a series of four security questions, selecting an image on the screen, entering a phrase associated with this image, and registering your machine as public or private . If this is a public computer, please select "NO." Also as a public or shared machine, you will be asked the challenge question(s) with every subsequent login attempt.*

On login, you will be asked to answer a challenge question (Based on answers you provided when enrolling in LEO-EP), and if you want to register your machine.

Then click the **Next** button.

Step 6

Next, your username is displayed and you must validate that the image and caption match (Entered during the initial sign-up). If they match, enter your password and click the **Sign In** button.

Step 7

On successful login, a page will display who signed in, last successful and unsuccessful login data, and how many days you have until your password expires. Then click the **Continue** button.

Step 8

At this point, you are presented with the *"Terms and Conditions"* page. Read this carefully. You may accept the terms and conditions by clicking the **Agree** button, or exit by clicking the **Disagree** button.

Step 9

If you are logging into E-Check under an FFL with multiple locations, a screen will pop-up for you to choose the correct location to log on to the system. Then click the **Choose** button.

Step 10

If your log-on was successful, the *"Retrieve Tab"* of the FBI NICS E-Check page will be displayed.

If your log-on was unsuccessful, you will be either be redirected to the "E-Check Invalid Session" screen or redirected back to the CJIS portal.

<< Return to Logging On & Off

Logging off of the FBI NICS E-Check

While logged on, click [**Log Out**] on top of any FBI NICS E-Check page. The FBI NICS E-Check Screen will disappear and you will be redirected to the CJIS portal. Close your browser to ensure that no other individual may access your Enterprise E-Check account.

<< Return to Logging On & Off

How do I change my password?

You may change your own password at any time before it expires. See below for directions.

1. Click [Account Settings] on the top right portion of the page.
2. Enter your Old Password
3. Enter your New Password
4. Type New Password again in the Confirm Password field
5. Click [Change Password]

<< Return to Security

What do I do if my password has already expired?

If your password has already expired, one of the Administrative Users (Org Lead/Owner or Primary User/Manager) at your FFL can reset your Password. For more information about user roles, see the *User Role section* of this document.

The Administrative User can reset the password by doing the following:

1. Click [Modify Account]
2. Under Edit a user for current FFL – Select the user you wish to edit then click [Edit Selected User]
3. At bottom of page, click [Reset Password]
4. A new temporary password will appear at bottom of the page in the Update Status section.

5.   Prior to your next login, you will be prompted to change the temporary password to something you can remember.

<< Return to Security

How do I reset my password if it expired and I am the only Administrative User at the FFL?

If you are the only Administrative User at the FFL and your password expired, to have it reset you must contact NICS E-Check Customer Service at 877-324-6427, option #2, option #5.

NOTE: If you have multiple Administrative Users, one Administrative User may reset the password of another Administrative User.

<< Return to Security

How do I perform a search?

After you have logged on to the FBI NICS E-Check, click on the **Search** button on the Web page. You will be presented with a form requesting information about the individual that is requesting a firearm purchase. Enter the required information and click the **Submit** button. You will then be presented with an initial status of pending for the search if the submission was executed successfully.

There are two different methods of searching. More details on each search can be found by clicking either U.S. Citizen Search or Non-U.S. Citizen Search.

<< Return to Search and Retrieve

How do I retrieve a search request?

After you have logged on to the FBI NICS E-Check, you can retrieve a search request by clicking on the **Retrieve** button on the Main Menu. You will be presented with a page listing all current search requests. Any requests with an unretrieved status will have **"NEW"** in the status column. Click on the word **"NEW"** and a window will pop up asking for confirmation for the receipt of the new status. Clicking **"Continue"** will display a window with the new status information. In this window there are two options, **"Print"** and **"Close." "Print"** will print the search information and new status. **"Close"** will close the window. Both options will update the retrieve request page with the new status.

More details are provided by clicking Retrieve Requests Help.

NOTE: *Click the* **Refresh** *button to update your screen.*

How do I perform an NTN history query?

After you have logged on to the FBI NICS E-Check, you can perform an NTN history query by clicking the button labeled **"NTN History"** on the Main Menu. The NTN History Query screen allows you to query NICS E-Check for status and purchaser data for NTNs that have already been submitted via the Contracted Call Center and NICS E-Check. Historical data is only available through NICS E-Check for a limited amount of time. For information on older transactions, you must call Customer Service.

More details are provided by clicking NTN History Query Help.

How long should I anticipate waiting for a search request to return?
You should immediately receive a PENDING status.

What is the cause of a PENDING status for an extended period of time?
A PENDING status that lasts for more than a few minutes can have several causes. If you receive a PENDING status for longer than 30 minutes, call the FBI NICS Section for assistance.

How do I cancel a NICS E-Check initiated transaction?
The only way to cancel a request initiated by the NICS E-Check is to contact the NICS Customer Service.

May I see why a request was delayed or denied?
No. The Privacy Act specifically prohibits the public the right to view an individual's private information.

What should I do after receiving a retrieval?
The FFL will continue differently depending on the type of status returned from a NICS search. For more information, read the page describing the different retrieval statuses.

What purpose IDs will I see?

The purpose IDs that you as an FFL will see are based upon your FFL ID type in conjunction with your state of residence.
You may see any of nine distinct purpose IDs. The following is a list:

Dealer List:

- Sale - Hand Gun
- Sale - Long Gun
- Sale - Other

Pawnshop List *(as well as those above)*:

- Pre-Pawn - Hand Gun
- Pre-Pawn - Long Gun
- Pre-Pawn - Other
- Redemption - Hand Gun
- Redemption - Long Gun
- Redemption - Other

What statuses will I receive and what do they mean?

Status	Description
PENDING	No response (DELAY or PROCEED) has been received from the NICS. No NTN or DATE Processed will be listed. Status within the FBI NICS E-Check may be "INITIAL." The 3-business day waiting period has NOT yet begun.
RESEARCHING	No response (DELAY, PROCEED, or DENY) has been received from the NICS. An NTN and Created Date will be listed. A NICS Legal Instruments Examiner is reviewing the transaction to determine a DELAY, PROCEED, or DENY response. This process may take up to 5 minutes; however, the average review time is 90 seconds. The 3-business day waiting period has begun.
DELAY	The NICS has responded with a DELAY status. The transaction requires more research by the NICS Section. The FFL is required by law to wait at least 3-business days from the given date to transfer the firearm.
OPEN	This status indicates the delay has extended beyond the 3-business days.

Status	Description
NEW	A final response has been received from the NICS. To view the status of a search request, the FFL user will click on the NTN or status and a Confirm Receipt pop-up window will be displayed. This window will show the buyer's name, NTN, and the response from the NICS. The FFL will be required to click on the `CONTINUE' button to confirm receipt of the status. The Retrieve Search Results screen will be updated after the status for the search request has been confirmed.
PROCEED	The NICS has issued a PROCEED for this firearm transfer and the FFL has confirmed receipt of the status.
DENY	The NICS has issued a DENY for this firearm transfer and the FFL has confirmed receipt of the status.
CANCEL	The NICS has issued a CANCEL for this firearm transfer and the FFL has confirmed receipt of the status. A CANCEL cannot be originated in the FBI NICS E-Check, you must call the FBI NICS Customer Service.
QUEUED	*Valid only for E-Check*. This "QUEUED" Status is issued if NICS is down or E-Check is otherwise unable to submit the search (i.e. - During NICS Nightly Maintenance). The search will be submitted as soon as NICS is back up. The submission time for the search is the time it is submitted to NICS and not the time it was queued up. An NTN is not generated for the search until the search is submitted to NICS.

If I perform a search through the call center, can I view the results via the FBI NICS E-Check?
Yes.

If I perform a search through the FBI NICS E-Check, can I retrieve the results via the call center?
Yes.

Search Check FAQ

What is the Miscellaneous Comment field?

- Miscellaneous comment field is up to 2000 characters in length.

- The FFL can enter any information that is meaningful to them, such as their invoice number.

- The field accepts alphanumeric data and most special characters, with the exception that the following characters will be stripped from the field: period, single quote, ampersand, less than and greater than signs.

Non-US Citizen Check FAQ

What are the valid miscellaneous numbers for Non U.S. Citizens?

- Miscellaneous numbers are unique identifying numbers assigned to aliens. There are two possible choices, "I9" and "AR".

- The "I9" prefix refers to the ICE Form I-94, the Arrival-Departure Record. For example, an alien student will have a completed ICE Form I-94 as well as another document, Form I-20, in order to prove that he or she is allowed to study in the United States. An alien student can find the miscellaneous number associated with prefix "I9" from either ICE Form I-94 listed as the **Admission Number** or from pages three and four of Form I-20.

- The "AR" prefix refers to an **Alien Registration Number**. This number is assigned to aliens by ICE in order to become a citizen of the United States. This number can be found on the second I-797 Approval Notice, for example, A77 ### ###.

Where can I get more information on documents, terms, exceptions, etc?

- 18 U.S.C. Chap 44, § 922 (y), (2) and (3) have more detailed documents covering and expanding on the topics discussed.

Completing and Returning the FBI NICS E-Check Enrollment Form

Every FFL can access Enrollment instructions online at http://www.fbi.gov/nics-ffl, which will include a link to the FBI NICS E-Check FFL Enrollment form. This form must be filled out, signed, and returned to the NICS Section by fax at (888) 550-6427, email to fbinicsteamcc@leo.gov, or by mail to:

> *NICS Section*
> *Attn: NICS E-Check*
> *Federal Bureau of Investigation*
> *Post Office Box 4278*
> *Clarksburg, WV 26302-9922*

Only the original administrative user (Primary User/Manager or Org Lead/Owner) needs to submit the enrollment form to the FBI NICS E-Check. The returned form must contain both the signature of the applying user and a witness. For a list and description of each user role, see the *User Role section* immediately after the *FBI NICS E-Check Enrollment Form section*.

FBI NICS E-Check Enrollment Form

In order to view and print the enrollment and acknowledgement forms, you must have Adobe Acrobat Reader.

Before completing the enrollment form, you should read the instructions detailing each field. This will assist you in completing the form. These instructions are available in Adobe Acrobat Reader (PDF) and text format.

FFL E-Check Enrollment Form Instructions (PDF)
FFL E-Check Enrollment Form Instructions (Text)

Each officer or employee completing the enrollment form should understand his or her NICS responsibilities. A document is provided in Adobe Acrobat Reader (PDF) format to document this acknowledgment of responsibilities. This document should be printed, completed, and *retained by the FFL* for each officer or employee *before* completing the enrollment form.

FFL Officer or Employee Acknowledgment of Responsibilities under NICS (PDF)

The enrollment form is provided in Adobe Acrobat Reader (PDF) format. This document must be printed, completed, and sent to the NICS Section. For more instructions see the section of this site entitled Completing and Returning the FBI NICS E-Check Enrollment Form.

FFL E-Check Enrollment Form (PDF)

User Roles

Org Lead/Owner – This user will have administrative privileges over all stores within the organization. This user can create new accounts, modify existing accounts, and reset passwords for all users in the organization. This user can access the FBI NICS E-Check to initiate firearm background checks.

Primary User/Manager – This user will have administrative privileges at the store or stores he or she is assigned. This user can create new accounts, modify existing accounts, and reset passwords for all users at the store or stores he or she is assigned. This user can access the FBI NICS E-Check to initiate firearm background checks.

Secondary User/Employee – This user can access the FBI NICS E-Check to initiate firearm background checks.

How do I modify accounts?

Users with administrative privileges can modify accounts by doing the following:

1. Click on the **Modify Accounts** button
2. Under Edit a user for your current FFL, select the user you wish to modify

3. Click on **Edit Selected User**
4. At the bottom of the screen, under the Edit User Roles section, you will amend the user role by choosing from the following modifications in the drop down box:

- Remove user from this FFL
- Secondary User/Employee
- Primary User/Manager

5. Click **Update**

How do I create new accounts?

Users with administrative privileges may create new accounts by doing the following:

1. Click on the **Account Creation** button
2. Select the appropriate role for the employee from list below:

- Secondary User/Employee
- Primary User/Manager
- Org Leader/Owner

3. Complete required fields identifying the new user
4. Click **Create**

The New User's Login ID and Initial Password will appear at the bottom of the screen. The new user will be prompted to change the Initial Password prior to their next login.

If an employee works at numerous stores within the organization, the Org Leader/Owner can assign them the appropriate role at each store. The Primary User/Manager can assign the appropriate role for that user at his or her store only.

Citizen Search Forms

US	NON-US
Basic Skills	Basic Skills
Last Name	Last Name
First Name	First Name
Middle Name	Middle Name
Cadence	Cadence

US	NON-US
Place of Birth	Place of Birth
Height	Height
Weight	Weight
Gender	Gender
Date of Birth	Date of Birth
Social Security Number	Social Security Number
UPIN	UPIN
Race and/or Ethnicity	Race and/or Ethnicity
State of Residence	State of Residence
Citizenship	Citizenship
Additional Countries of Citizenship	Countries of Citizenship
Miscellaneous Number	Miscellaneous Number
Purpose ID	Non-Immigrant with Visa Exception
Miscellaneous Field	Purpose ID
Confirm Last Name	Miscellaneous Field
Confirm First Name	Confirm Last Name
Confirm Middle Name	Confirm First Name
Reset and Continue buttons	Confirm Middle Name
	Reset and Continue buttons

Basic Skills

- You must fill in the fields that are designated with asterisks.

- To navigate between fields, you may use your mouse pointer and click in the respective fields.

- You may use the TAB key to move forward to the next field or (SHIFT + TAB) combination to move to the previous field.

- Enter information into text fields.

- There are two methods to use drop down lists.
    - If you click the left mouse button anywhere in the field, or on the down arrow on the right of the box, a drop down list will appear. You may then drag your mouse pointer down the list to highlight the desired selection and then click the left mouse button.

    - If you enter the field using the TAB key, you may use the down arrow on the keyboard to scroll through the choices until you reach the desired one or pressing a letter key will cycle through the entries beginning with this letter. When your choice is highlighted, you may then TAB to the next field.

- Radio buttons appear as a circle followed by text. Radio buttons must be selected by clicking on the circle to the left of the desired selection. The circle will then be darkened to show the selection. Only one may be selected at a time.

- Check boxes appear as boxes followed by text. They must be selected by clicking on the box to the left of the desired selection. A check mark will appear inside the box to show the selection. Multiple check boxes may be selected at a time.

- List boxes appear as a list of text inside of a box possibly with scrollbars. To select items in this box, click the desired selection. You may also choose multiple selections by holding down the 'Ctrl' key and clicking other selections. If scrollbars appear and are not gray, this means that there is other information available that cannot be displayed in the list box. To see this information, click the down arrow to scroll down or the up arrow to scroll up. Then you may select the information as already described.

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Fields 1 through 3

- Last Name (Required)
- First Name (Required)
- Middle Name

Use the mouse pointer to place the cursor in the *Last Name* field. Enter the information provided by the individual. Repeat this for the *First Name* and *Middle Name*.

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Field 4

- Cadence (Jr., Sr., etc.)

It is not required to enter a **Cadence**. You may, however, select one from the drop down list by either of the two methods described above in the **Basic Skills** area.

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Field 5

- Place of Birth

It is required to enter a **Place of Birth**. Select the *STATE or TERRITORY* or *COUNTRY* from the drop down lists by either of the two methods described above in the **Basic Skills** area.

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Field 6

- Height

It is not required to enter a **Height**. You may, however, select one from the drop down list by either of the two methods described above in the **Basic Skills** area. Height must be in feet and inches.

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Field 7

- Weight

It is not required to enter a **Weight**. You may, however, enter a number (in pounds) in the *Weight* field.

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Field 8

- Gender

You must select either **Female** or **Male** by clicking on the circle to the left of the desired selection.

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Field 9

- Date of Birth

You must enter a Date of Birth by selecting one from each of the *Month*, *Day*, and *Year* fields in the drop down lists by either of the two methods described above in the **Basic Skills** area.

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Field 10

- Social Security Number

It is not required to enter a **Social Security Number**. You may, however, enter the information in the *Social Security Number* text field.

NOTE: Although Social Security Number is not required, it is recommended that you provide it to reduce the likelihood of misidentifying the potential purchaser.

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Field 11

- UPIN

The Unique Personal Identification Number (**UPIN**) is not a required field. It is designated for those individuals who have been entered into the Voluntary Appeal File (VAF) by the NICS Section.

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Field 12

- Race and/or Ethnicity

You must select a **Race and/or Ethnicity** by clicking on the check box associated with the desired selection. Select all that apply.

Field 13

- State of Residence

You must enter a **State of Residence**. You may select the *STATE or TERRITORY* from the drop down lists by either of the two methods described above in the **Basic Skills** area.

Field 14

- Citizenship (*US Form*)

It is required that you re-verify that the customer is a U.S. Citizen. By default the field is set to **U.S. Citizen**. If this is changed, the page will refresh and give instructions to complete the **Non U.S. Citizen** search page.

- Citizenship (*NON-US Form*)

It is required that you re-verify that the customer is a Non U.S. Citizen. By default the field is set to **Non U.S. Citizen**. If this is changed, the page will refresh and give instructions to complete the **U.S. Citizen** search page.

Field 15

- Additional Countries of Citizenship (*US Form*)

It is not required to enter **Additional Countries of Citizenship**. You may, however, select a maximum of 2 additional countries in the *Additional Countries of Citizenship* fields from the list box by the method described above in the **Basic Skills** area.

- Countries of Citizenship (*NON-US Form*)

You must enter at least one selection from **Countries of Citizenship**. You may select a maximum of 3 additional countries from the *Countries of Citizenship* fields in the list box by the method described above in the **Basic Skills** area.

Field 16

- Miscellaneous Number

It is not required to enter a Miscellaneous Number. You may, however, select the **Miscellaneous Number-Prefix** field from the drop down lists by either of the two methods described above in the **Basic Skills** area.

You may also enter information into the text field following the Prefix.

NOTE: For **NON-US Form,** you **MUST** also enter information into the text field following the Prefix.

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Field 17   Field 21(Non-US Form)

- Purpose ID

You must select a Purpose ID by clicking on the check boxes associated with the desired selection.

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Field 18   Field 22(Non-US Form)

- Miscellaneous Field

The **Miscellaneous Field** is not a required field. It is designated for specified users only. If you are a specified user, please follow the instructions provided by your individual state concerning the format for entering data in the **Miscellaneous Field**.

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Field 20 (Non-US Form)

- Non-Immigrant with Visa Exception

You must select a form of **Non-Immigrant with Visa Exception** from the **Non-Immigrant with Visa Exception** field from the drop down list by either of the two methods described above in the **Basic Skills** area.

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Fields 19 through 21   Fields 23 through 25(Non-US Form)

- Confirm Last Name
- Confirm First Name
- Confirm Middle Name

Use the mouse pointer to place the cursor in the **Confirm Last Name** field. Enter the information provided by the individual. Repeat this for the **Confirm First Name**.

NOTE: Enter information in the **Confirm Middle Name** field **ONLY** when a middle name was entered in field 3.

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Reset and Continue Buttons

- The **Reset** button is used when you would like to clear all the fields of the Search Information page.

- The **Continue** button is used when you have finished entering the Search Request Information and want to initiate the submission to the FBI NICS E-Check.

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What are the valid miscellaneous numbers for U.S Citizens?

AF - Air Force Serial Number

AN - Non-Immigrant Admission Number

AR - Alien Registration Number

AS - Army, National Guard, or Air National Guard Serial Number

CI - Canadian Social Insurance Number

CG - U.S. Coast Guard Serial Number

MD - Mariner's Document or Identification Number

MC - Marine Corps Serial Number

MP - Royal Canadian Mounted Police Identification Number

NS - Navy Serial Number

OA - Originating Agency Police Identification Number

PI - Personal Identification Number (State-issued numbers)

PP - Passport Identification Number

PS - Port Security Card Number

SS - Selective Service Number

VA - Veterans Administration Claim Number

<< Return to Miscellaneous Number

What Date of Birth errors might I receive and what do they mean?

Error	Description
Invalid number of days for month	The day that was selected is greater than the highest possible day for the selected month.

Minimum age for this purchase type	Depending on the purchase type and the state of purchase, a minimum age is required for a purchase. This error will occur if the Date of Birth supplied does not meet these specifications.
The maximum age for an E-Check transaction is ##. Please contact the NICS Section to complete this search.	NICS E-Check has a maximum age for transactions. Please contact the NICS Section for further information.
February did not have 29 days in YEAR	The year selected was not a leap year; however, the 29th was selected as the day.

Retrieve Requests Help

The Retrieve Requests page consists of two tables and two buttons:

- A table showing the status of FBI NICS E-Check.
- A Refresh Page button.
- A Print button.
- A table of retrieval requests.

Status

The FBI NICS E-Check status consists of messages that are system-wide as well as messages directed to any one individual FFL. These status messages deal with system availability, policy changes, business hours, etc. Be sure to check this information often as it may change at any time.

Refresh Page Button

The **Refresh Page** button is used to reload the Retrieve Requests table and update any statuses that may have been changed.

Print Button

The **Print** button is used to print the statuses of Retrieve Requests currently in progress, as well as those already received. This printout assists the FFL with record keeping and shift turnover for those transactions not received or pending.

Requests

The Requests table consists of the following headers and one example: Click on each field of the example for more information.

You can sort the retrieval requests table by clicking on the column headings which are underlined.

Last Name	First Name	NTN	Date	Status
Doe	John	05S9JWG	09/13/2001 14:29:41	PENDING

Column Explanations

LAST AND FIRST NAME

The last and first name field is the name that was entered originally upon the Search Request. Be certain that the status you are checking matches with the name.

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NTN

The NICS Transaction Number is important for several reasons:

- The NTN demonstrates that contact has been made with the NICS.
- The 3 business days begin after the NTN is issued.
- The NTN serves as a means to identify the transaction.
- The NTN is the key to a denied individual should they choose to appeal the denial.
- The NTN creates an audit trail to confirm that an authorization to transfer a firearm has been received.

<< Return to Top

Date

The Date and Time stamp is the time when the NTN was assigned from the FBI NICS E-Check. This also marks the beginning of the 3 business day response window. See Section 5 in the FFL Manual.

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Status

The Status is the response from the FBI NICS check. For status definitions, click here.

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NTN History Query Help

The NTN History Query screen allows you to query NICS E-Check for status and purchaser data for NTNs that have already been submitted. Historical data is only available through NICS E-Check for a limited amount of time. For information on older transactions, you must call Customer Service.

There are three ways to perform an NTN History Query:

- Search by NTN
- Search by Date Range
- Query All (NTNs available through NICS E-Check)

Search by NTN

Within the box titled "Search by NTN", enter the NTN number to be queried.

Click the **Submit Query** button to perform the query.

Search by Date Range

Within the box titled "Search by Date Range", enter a start date and end date to limit the query results. A valid date must be entered in both fields to perform the query. Note the earliest valid start date based on the historical NTN data retention period for NICS E-Check. The results for a date range query may be sorted by NICS created date, NTN, status, purchaser last name, submitted by username, and retrieved by username.

Click the **Submit Query** button to perform the query.

Query All

The "Query All" option returns data for all NTNs for the FFL available through NICS E-Check. Within the box titled "Query All", select a sort field (as described above for date range query).

Click the **Query All** button to perform the query.

Results Screen

The results table is displayed in a format similar to the Retrieve Screen. Each entry in the results table may be clicked to display more information for that search request. The browser's built-in print functions may be used to print the entire results table or the individual search request detail information.

If there is an error processing the query, an appropriate help message is displayed. For example, if all valid data is not entered for a date range query, the user is instructed to go back and correct the search parameters. If the entered parameters are valid but no results are returned, a message is displayed to notify the user that information on NTNs not available through NICS E-Check are still available by calling Customer Service.

There are several reasons why a valid search may return zero results:

- The entered NTN may be outside the NICS E-Check historical retention period.
- The entered NTN may not exist.
- The entered NTN may belong to another FFL.
- There are no transactions within the entered date range.

All of these cases generate the same display message. If you receive no results but believe that you have entered a valid NTN (created within the NICS E-Check retention period) or date range that should contains transactions, call Customer Service.

The initial results table consists of the following headers (Click on each header for description):

Last Name	First Name	NTN	Date	Submit User	Retrieve User	Status
Doe	John	05S9JWG	09/13/2001 14:29:41	username1	username2	PENDING

Column Explanations

Last and First Name

The last and first name field is the purchaser name associated with the Search Request.

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NTN (NICS Transaction Number)

The NTN is important for several reasons:

- The NTN demonstrates that contact has been made with NICS.
- The 3 business day's response window begins after the NTN is issued.
- The NTN serves as a means to identify the transaction.
- The NTN is the key to a denied individual should they choose to appeal the denial.
- The NTN creates an audit trail to confirm that an authorization to transfer a firearm has been received.

<< Return to Top

Date

The Date and Time stamp is the time when the NTN was assigned from NICS. This also marks the beginning of the 3 business day's response window.

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Submit and Retrieve User

These columns display the NICS E-Check username of the individual that submitted and retrieved this search request. These columns may also display 'via NICS' if the search request was submitted through the Call Center and/or retrieved through the NICS Customer Service.

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Status

The Status is the response from NICS. For status definitions, click here. If the status is displayed as "UNRTVD", a status has been received for the NTN, but it has not been retrieved.

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FBI NICS E-Check Acronym List

DB…………………..Database
E-Check…………..Electronic Check
FBI…………………..Federal Bureau of Investigation
FFL…………………..Federal Firearm Licensee
HTTP (http) ……..Hypertext Transfer Protocol
HTTPS (https)…..Secure Hypertext Transfer Protocol
IE……………………..Internet Explorer
IP……………………..Internet Protocol
ISP…………………...Internet Service Provider
NICS………………...National Instant Criminal Background Check System
NTN………………….NICS Transaction Number
PC……………………..Personal Computer
PDF…………………..Portable Document Format

<< Return to General Information